



Holy Cross, O'Fallon

Preschool Director and Lead Teacher

The mission of Holy Cross Lutheran Preschool is to develop and nurture the faith walk of families in our community and church through a quality early childhood program.

Position Description : Administer the day-to-day functioning of Holy Cross Lutheran Preschool and staff, as well as teach class.

Qualifications:

- Christian by affirmation of faith and example
- Preferably trained by a LCMS synodical university (Director)
- Preferably active in a LCMS congregation
- Up-to-date knowledge of child development and how young children learn
- Able to relate to children and accept each as a unique child of God
- Willingness to grow both spiritually and professionally
- In good health
- Excellent communication skills
- Flexible and able to adapt to change
- Capable of managing a group of young children
- Able to work well with parents and other staff members
- Able to lift at least 55 pounds
- Professional appearance and demeanor

Responsibilities:

Director Job Responsibilities

- Be responsible to the Preschool Board
- Work with the board to establish annual budgets
- Manage the finances of the preschool
- Supervise the staffing of the preschool
- Manage student records and tuition collection
- Have available all supplies and equipment needed
- Supervise the teaching staff in accordance with the policies of the Preschool Board
- Assure compliance with federal, state inspections and regulations and LCMS requirements
- Arrange for a qualified substitute for teachers absent from duties
- Periodically evaluate the needs of the church and community and propose program expansions
- Attend church staff meetings

Lead Teacher Job Responsibilities

- Maintain a Christian atmosphere and devote a portion of each session to teaching God's Word at a developmentally appropriate level
- Promote all areas of learning including physical, emotional, spiritual, social and cognitive in a developmentally appropriate manner
- Plan and implement lesson plans, including e-learning when required for health reasons
- Prepare monthly calendars and weekly newsletters
- Conduct home visits before school starts
- Keep attendance and developmental records for each student
- Plan and carry out parent/teacher conferences once a year for 3-year-olds and twice a year for 4-year-olds
- Attend other preschool events (ex. Preschoolers sing in church)
- Maintain indoor and outdoor areas of school to reflect a Christian environment appropriate, clean and safe for young children
- Know emergency procedures and comply with all state regulated policies
- Maintain positive relationships among students, staff and families
- Be a positive voice and represent the preschool in a positive light in the community

The position is full time, and salaried, with benefits.

Salary is determined using guidelines published by the Missouri District of the Lutheran Church—Missouri Synod, and is based on education and years of experience.

Those interested in applying for the position may email their résumé to jmeyer@hcross.com as an attachment.